PLANNING AND ZONING COMMISSION TOWN OF TRUMBULL

REQUEST FOR ZONE CHANGE

		Date:
Name of Applicant:		Phone #
Address of Applicant:		
Email address:		<u></u>
Location of Property:		
Present Zoning District		
Proposed Zoning District		
Assessor's Map No	Parcel No	Lot No
Legal Des	scription, on separate	sheet, to be attached hereto.
Owner of Record:		
Address of Owner of Record:		
Reason for Hearing:		
Signature of Applicant:		
Signature of Owner:		

A FEE IN THE AMOUNT OF \$460.00 MUST ACCOMPANY THIS APPLICATION. Make check payable to TOWN OF TRUMBULL.

A 500 FOOT RADIUS MAP MUST ACCOMPANY THIS APPLICATION.

NOTIFICATION OF ABUTTING PROPERTY OWNERS

Each applicant to the Planning and Zoning Commission for a change in zone, Special Permit, or Subdivision/Resubdivision shall be required to provide to the Clerk at the time of filing said application, a listing of the names and addresses of each property owner who owns property abutting the premises which is the subject of such application. In addition, if the application involves AA or AAA Residence Zones, all property owners within 500 feet of all property lines shall be notified. If the application does not involve AA or AAA Residence Zones, all property owners within 250 feet of all property lines shall be notified. In the case of multi-family dwellings or institutions, the administrator or association shall be notified in lieu of each individual. SPECIAL PERMIT APPLICATIONS FOR APARTMENTS SHALL NOTIFY PROPERTY OWNERS WITHIN 150 FEET OF ALL PROPERTY LINES.

It shall be the responsibility of the applicant to prepare the list of said abutting property owners from the records of the Assessor's Office as shown on the last completed Grand List by determining the names and addresses of said property owners as measured on the most recently completed Assessor's Maps as are on file in the Assessor's Office. Said property owners shall be notified by the applicant byffRST
CLASS MAIL
of the time and place of the public hearing at which said application shall be heard. The mailing of said notices shall be evidenced by a certificate of mailing
from the United States Postal Service. Said notice letters shall be postmarked not less than TWELVE (12) DAYS
prior to the scheduled date for said hearing. It shall be the applicant's responsibility to file with the Clerk of the Commission, not less than FIVE
(5) CALENDAR DAYS
prior to the hearing date, the list of all property owners to whom notice has been sent, a copy of the letter mailed, and the certificate of mailing from the United States Postal Service.

SAMPLE FORM LETTER

Date:	
Name:	
Address:	
Re:	Application of: (Applicant's name)
	(Property address of premises which are subject of application)
	Assessor's Map No:Assessor's Lot No: Zone:
Dear	:
that I hav	erty owner within feet of my property line, I would like to inform you e filed an application before the Planning and Zoning Commission of the Trumbull for a(type of application) for my property.
My applica	ation is to allow:
attend the Trumbull Copies of	your representative, have any interest in my application, you are invited to e Planning and Zoning Commission Public Hearing to be held in the Fown Hall at 7:30 p.m. on (date of public hearing). the plans and documentary material relative to my application are on file in ing and Zoning Office at Town Hall and may be inspected by you or your
	ative during regular business hours.
•	speak at the public hearing or submit written evidence to the Commission g this application prior to the public hearing.
	e any questions, please feel free to call either myself, (your name) ur phone number), or the Planning and Zoning Office at 452-5047.
Very truly	yours,